



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

July 23, 2007

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter Consultation – Defense Policy Board Advisory Committee

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR, § 102-3.60, intends to renew the discretionary advisory committee, the Defense Policy Board Advisory Committee.

This discretionary advisory committee provides independent, informed advice and opinions to the Secretary of Defense and the Under Secretary of Defense (Policy) on matters involving defense policy. The Defense Policy Board Advisory Committee focuses on issues dealing with: (a) strategic DoD planning; (b) policy implications of U.S. force structure and force modernization and transformation on DoD's ability to execute U.S. defense strategy; (c) U.S. regional defense policies; and (d) any other research and analysis of topics raised by the Secretary of Defense, Deputy Secretary or Under Secretary of Defense for Policy

The Department of Defense has determined that retaining the Defense Policy Board Advisory Committee is essential to addressing the dynamic, challenges facing the United States and the Department of Defense. The Department of Defense, to achieve a balanced membership, will include a cross-section of experts directly affected, interested and qualified to advise the Secretary of Defense and the Department of Defense on defense policy issues.

The committee will operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and 41 CFR, Parts 102-3 through 102-3.185.

Prior to submitting a Federal Register notice and subsequently filing the committee's renewed charter with the Library of Congress and the appropriate congressional committees, the Department of Defense respectfully requests that the Committee Management Secretariat review and approve the charter (attached). The charter has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Mr. Jim Freeman, at 703-601-2554, extension 128.

Frank M. Wilson  
Committee Management Officer  
for the Department of Defense

1 Attachment  
Proposed Charter



## CHARTER DEFENSE POLICY BOARD ADVISORY COMMITTEE

- A. Official Designation: The Committee shall be known as the Defense Policy Board Advisory Committee (hereafter referred to as the Committee).
- B. Objectives and Scope of Activities: The Committee, under the provisions of the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended), shall provide the Secretary of Defense and the Deputy Secretary of Defense, through the Under Secretary of Defense for Policy, with independent, informed advice and opinion concerning matters of defense policy.

The Committee will focus on: (a) issues central to strategic DoD planning; (b) policy implications of U.S. force structure and force modernization and transformation on DoD's ability to execute U.S. defense strategy; (c) U.S. regional defense policies; and (d) any other research and analysis of topics raised by the Secretary of Defense, Deputy Secretary or Under Secretary of Defense for Policy.

The Under Secretary of Defense (Policy) may act upon the Committee's advice and recommendations.

- C. Committee Membership: The Committee shall be comprised of no more than twenty-six members, who have distinguished backgrounds in national security affairs, and no more than four of the members shall be Federal officers or employees.

Committee members appointed by the Secretary of Defense, who are not full-time Federal officers or employees, shall serve as Special Government Employees under the authority of 5 U.S.C. § 3109. Members will be appointed to serve a term of two years, and their consultant appointments will be renewed annually. With the exception of travel and per diem for official travel, Committee members shall serve without compensation.

The Secretary of Defense shall select the Committee's Chairperson from the membership at large. In addition, the Under Secretary of Defense for Policy may appoint consultants to support the Board and Board task forces.

- D. Committee Meetings: The Committee shall meet at the call of the Committee's Designated Federal Officer, in consultation with the Chairperson and the Under Secretary of Defense for Policy. The estimated number of Committee meetings is four per year.

The Designated Federal Officer shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures. In addition, the Designated Federal Officer shall attend all Committee and subcommittee meetings.

The Committee shall be authorized to establish subcommittees, as necessary and consistent with its mission, and these subcommittees or working groups shall operate under the provisions of the Federal Advisory Committee Act of 1972, the Sunshine in the Government Act of 1976 (5 U.S.C. § 552b, as amended), and other appropriate Federal regulations.

Such subcommittees or workgroups shall not work independently of the chartered Committee, and shall report all their recommendations and advice to the Committee for full deliberation and discussion. Subcommittees or workgroups have no authority to make decisions on behalf of the chartered Committee nor can they report directly to the Department of Defense or any Federal officers or employees who are not Committee Members.

- E. Duration of the Committee: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
- F. Agency Support: The Department of Defense, through the Office of the Under Secretary of Defense for Policy, shall provide support as deemed necessary for the performance of the Committee's functions, and shall ensure compliance with the requirements of Federal Advisory Committee Act of 1972.
- G. Termination Date: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
- H. Operating Costs: It is estimated that the annual operating costs, to include travel costs and contract support, for this Committee is \$710,000.00. The estimated annual personnel costs to the Department of Defense are 3.0 full-time equivalents.
- I. Charter Filed: